

**BY ORDER OF THE COMMANDER
THULE AIR BASE**

THULE AIR BASE INSTRUCTION 10-243

18 AUGUST 2014



Operations

AUGMENTATION DUTY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 821 SFS/S3T

Certified by: 821 SFS/CC
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This instruction implements Air Force Pamphlet (AFPAM) 10-243, *Augmentation Duty*. It establishes procedures for the Security Forces Augmentation Duty Program at Thule Air Base (TAB). This publication does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) Units. Failure to comply with this publication is punishable as a violation of Article 92, of the UCMJ. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. This publication may not be supplemented.

1. Responsibilities.

1.1. 821 ABG/CD:

- 1.1.1. Chair the augmentation review board (ARB).
- 1.1.2. Function as the approval authority for all augmentee recalls/activations.

1.2. 821 SFS/CC:

- 1.2.1. Ensure augmentees receive necessary training IAW AFI 36-2646 and equipment required to perform duties.
- 1.2.2. Identify appropriate posts for augmentees as required.

1.2.3. Provide guidance to 821 ABG/CC and Augmentation Duty Program manager on matters relating to the Augmentation Duty Program.

1.2.4. Provide recommendations to 821 ABG/CC and/or 821 ABG/CD regarding activation of the Augmentation Duty Program during exercises/contingencies/wartime scenarios.

1.2.5. Approve the Augmentee Annual Training Plan.

1.3. 821 SFS/S3T:

1.3.1. Act as the augmentation program manager.

1.3.2. Determine training requirements for augmentees and develop an AF Form 797, *Job Qualification Standard Continuation/Command (JQS)*, for use in documenting training. Develop individual training folders for all augmentees and file AF 797s in training folders.

1.3.3. Provide initial and refresher training for all augmentees.

1.3.4. Maintain a current roster of all assigned augmentees, as well as projected departure dates. Advise the 821 SFS/CC when the number of trained augmentees falls below minimum established levels in Para. 2.1.1. of this instruction.

1.4. Unit Commanders:

1.4.1. Manage the unit's Augmentation Duty Program.

1.4.2. Track the status of augmentees and ensure replacements are identified when required.

1.4.3. Provide guidance to ARB on the availability and employment of augmentees from within their organization.

1.4.4. Inform the 821 SFS/S3T section of the availability status of assigned augmentees (leave, TDY, medical, etc.)

1.4.5. Inform the ARB of mission critical positions which may take precedence over augmentee posting.

2. How to use Augmentees.

2.1. The decision to activate augmentees will be made by the 821 ABG/CC or 821 ABG/CD, based on inputs from the Threat Working Group, Emergency Operations Center and/or the 821 SFS/CC or designated representative. Augmentees will not be used to offset manning shortages, unless approved by the 821 ABG/CC or 821 ABG/CD.

2.1.1. A minimum of 11 augmentees are needed to be trained and available in order for security forces to be able to initiate FPCON Delta posting.

2.1.1.1. 821 ABG will provide 3 augmentees

2.1.1.2. 821 SPTS will provide 5 augmentees

2.1.1.3. 12 SWS will provide 2 augmentees

2.1.1.4. DET-1 will provide 1 augmentee

2.2. Augmentees will not be utilized for solo Security Forces patrols. When posted as a patrol member, they will be accompanied by fully trained and qualified Security Forces personnel.

2.2.1. When posted on Traffic Control Points or Entry Control Points, they will be fully briefed as to their duties and responsibilities for that post. Operations flight and senior SFS leadership will periodically check on the augmentees to ensure their safety, well-being, and compliance with security standards.

2.3. When activated, an augmentee will fall under the operational chain of command for the Security Forces, until released from duty. They will report for duty at prescribed times for Security Forces Guardmount with all required and issued equipment.

2.4. Augmentees are responsible for all equipment and materials issued to them for the performance of their duties. When recalled, augmentees will report to the designated staging area and will be issued all pertinent duty equipment. During exercises or contingencies, when SF personnel are placed on a stand-by/alert status, augmentees will also respond and abide to SF restrictions (i.e. no alcohol consumption, six-ring stand-by, etc.)

3. Identifying Augmentees.

3.1. 821 ABG/CD, as Chairman of the ARB, will work with the 821 SFS/CC to determine the required number of augmentees at TAB. All eligible USAF personnel assigned to TAB in the rank of E6 and below will be trained to perform duties to accommodate for leaves, TDY, etc. During activation, the 821 ABG/CD, by recommendation of the 821 SFS/CC, will determine the number of personnel needed for posting rotations and how many augmentees each unit/section will provide to meet this requirement.

3.2. Unit commanders, with the concurrence of the 821 ABG/CC or 821 ABG/CD, may remove an individual from the Augmentation Duty Program by submitting an Augmentee Appointment/Replacement Memorandum. Commanders should not remove someone merely for the sake of convenience to the member. Augmentation is a responsibility affecting the safety and security of the installation, resources and assigned personnel. Removal should be seriously considered based on unit, not individual, needs or desires. Generally, the unit removing a person from augmentation duty is responsible for identifying and appointing a replacement.

3.3. Personnel unable to bear firearms and those whose security clearance eligibility has been suspended or permanently revoked will not be used as augmentees.

TODD L. DIEL, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPAM 10-243, *Augmentation Duty*, 1 Aug 02

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 31-101, *Integrated Defense (FOUO)*, 8 Oct 2009

AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*, 13 Apr 2012

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 29 Jun 2012

Prescribed Forms

There is no prescribed form

Adopted Forms

AF Form 797, *Job Qualification Standard Continuation/Command (JQS)*, 1 Aug 2002

Abbreviations and Acronyms

ABG—Air Base Group

AFI—Air Force Instruction

AFPAM—Air Force Pamphlet

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

ARB—Augmentation Review Board

CC—Commander

CD—Deputy Commander

EOC—Emergency Operations Center

FPCON—Force Protection Condition

IAW—In Accordance With

JQS—Job Qualification Standard

NCOIC—Non Commissioned Officer in Charge

OI—Operating Instruction

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

SPTS—Support Squadron

SWS—Space Warning Squadron

TAB—Thule Air Base